



# INSTRUCTIONS

(Please read before completing application)

## PERMIT PROCESSING:

### REQUIRED DOCUMENTATION (PLEASE PROVIDE COPIES):

1. **Valid driver's license** – If expiration date has been extended, include the DMV certificate of renewal.
2. **Valid California vehicle registration** – Residents whose sole vehicle is registered to another party (i.e., parent or employer) must complete and submit a vehicle affidavit with the vehicle registration.
  - **Recently purchased vehicles** -- Provide a copy of "Purchase Agreement/Contract" in place of DMV registration. The decal will be issued with the last four digits of the vehicle identification number if license plates have not been issued.
  - **Out of state registered vehicles** are not eligible for decal permits, except when the applicant is active military personnel (copy of military ID required), or a student under 23 years of age paying out-of state tuition fees (copy of documentation of such fees paid required).

### PROOF OF RESIDENCY (PLEASE PROVIDE COPIES), tenancy or property ownership (required when driver's license or vehicle registration does not show the qualifying address):

- **A current utility bill.**
- **A property deed or tax bill, or closing statement for recently purchased property.**
- **A current rental or lease agreement** not more than six months old. Such documents must be dated and contain qualifying property address and the names and signatures of lessees and landlords. A sublease is not acceptable.

### **Additional instructions:**

- **CASH IS NOT ACCEPTED. MAKE CHECKS OR MONEY ORDERS** payable to the "City Treasurer." Please make sure the District B Residential Permit Area address appears on the check. Permits issued under unfunded checks or money orders will be invalidated. **\$20.00 FEE ON RETURNED CHECKS.**
- **Commercial properties** are entitled to one permit per qualifying address.
- All information given is **confidential**.
- **Cost:** \$14.00 per permit for complete applications received before March 1, 2004; \$7.00 per permit for applications received on or after March 1, 2004.
- Vehicles displaying **disabled placards or plates** do not require permits.
- **Incomplete applications** will be returned for correction.
- **ALL FEES ARE NONREFUNDABLE.**
- Each qualifying address is entitled to a **maximum total of four permits**.
- Non-resident **property owners** are entitled to one permit per qualifying address. This permit will count towards the total maximum of four permits.

## TYPES OF PERMITS:

### **DECAL**

- Permit issued to a specific vehicle and is affixed permanently to driver side rear bumper or the driver side outside rear windshield.
- Permit is not transferable to any other vehicle or to any other license plate number.
- Permit is not valid upon termination of permit holder's occupancy at, or ownership of, qualifying address under which the permit was issued.
- Permit should be removed if vehicle is to be sold/transferred or if the permit holder is moving from applying address. Removed permit (whole or in pieces) should be returned to the Residential Permit Parking Program when applying for replacement permit to be used on another vehicle or change in license plate number.

### **VISITOR PLACARD**

- Optional placard displayed on the dashboard of a guest vehicle.
- Visitor placards are valid only on the same hundred block as the address noted on the placard.
- Only proof of residency is required for documentation.
- Limit of one visitor placard for each qualifying residential address and is not available to commercial properties.

### **TEMPORARY PERMIT**

- Residents, nonresident property owners, and commercial property tenants may obtain up to two temporary permits for a maximum two week period each time.
- Each permit is issued to a specific vehicle or to the qualifying address at \$3.50 each.

## ENFORCEMENT:

- Conducted Monday through Friday from 7:00 am to 7:00 pm except during City holidays.
- For questions regarding permit processing, please call (619) 516-3100.
- For questions regarding parking citations or parking enforcement, please call (619) 236-7145.

PROCESSING TIME WILL VARY ACCORDING TO STAFF AVAILABILITY. PLEASE CALL (619) 516-3100 FOR MORE INFORMATION